

RULE 77.1

OFFICE OF THE CLERK

(a) Office Hours

The Clerk's Office will be open from 8:30 a.m. until 4:45 p.m. each day except Saturday, Sunday, and court-observed holidays.

(b) Computer Access

Access to the Court's civil and criminal electronic docket, opinion, rules, and notices is available via the court's web site (www.prd.uscourts.gov) and/or the Public Access to Court Electronic Records (PACER), an electronic retrieval system that provides criminal and civil summaries and docket information using a computer terminal (<http://pacer.prd.uscourts.gov>). PACER is available 24 hours a day, including weekends.

(c) Filings

The Clerk's Office will docket only original pleadings and papers which may be delivered to the Clerk's Office main facilities at the Federico Degetau Federal Building in Hato Rey, or to its satellite office at the José V. Toledo U.S. Courthouse in Old San Juan. Original pleadings and papers may also be filed in a depository box for filings located at the main entrance to the Federico Degetau Federal Building in Hato Rey. The depository has a built-in time and date stamp and is available from 6:00 a.m. to 6:30 p.m.

(d) Orders by the Clerk

The clerk may issue orders where authorized by the Federal Rules of Civil Procedure. In addition, the Clerk may issue the following without further direction of the Court:

- (1) orders allowing extensions of not more than five (5) pages of the page limitations established in these rules;
- (2) orders granting a first extension of time not to exceed thirty (30) days;
- (3) orders allowing amendment of a complaint, provided service of the original complaint has not been executed on any party to the action.